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ABSTRACT

Recent California legislation now prescribes a procedure so that all territory in the state will be included in community college districts by Fall 1975. Responsibility for this procedure has been assigned to county committees on school district organization. The State Board of Governors supervises the formation of all new districts. Studies of local areas/regions will be conducted by these county committees. Results of their efforts will be submitted to the Chancellor for review, analysis, and transmittal to the Board of Governors. In making his recommendations to the Board, the Chancellor is guided by a list of criteria structured around legal requirements, educational programs, and operation and administration. Other guidelines are presented for use by county committees in analyzing alternative organization plans. In addition, county committees are defined and their powers, responsibilities, meeting requirements and goals, public support role, outside assistance, and financing are discussed. Various requirements of final plans and proposals are stated along with governing criteria for studies involving more than one county. A suggested committee calendar of events for accomplishing the above is the final inclusion. (AL)

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ED057794

GUIDELINES FOR COMMUNITY COLLEGE DISTRICT ORGANIZATION

JC 720 030

UNIVERSITY OF CALIF.
LOS ANGELES

FEB 2 1972

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Office of the Chancellor
California Community Colleges
October 21, 1971

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INTRODUCTION

The California Legislature has declared its intent that all of the territory of the state shall be included in Community College districts. Specific legislation enacted in 1970 prescribes a procedure so that all territory will become part of such districts by fall 1975.

The task of developing master plans for district organization so that all territory in the state will be included in Community College districts has been placed in the hands of the county committees on school district organization. Plans must be developed and approved for submission to the local voters involved.

The Board of Governors exercises general supervision over the formation of new Community College districts and the reorganization of existing districts. In addition, the Board approves or disapproves all proposed plans.

The following guidelines have been prepared by the Chancellor's Office to assist county committees in the accomplishment of this assignment. The guidelines contain general Board of Governors' policy regarding organization proposals, planning criteria, duties and responsibilities of county committees, and a description of advisory services available to county committees.

Board of Governors Action No. 711036

BOARD OF GOVERNORS
CALIFORNIA COMMUNITY COLLEGES

POLICY ON DISTRICT ORGANIZATION

The members of the Board of Governors present adopted unanimously the following statement of policy on district organization:

Review and approval of Community College district organization proposals will be based upon the desire of the Board of Governors for efficient operation of college districts in conjunction with provision of equal educational opportunity for individuals in all communities of the state.

Planning criteria to be used in the development, review, and approval of district organization proposals concern: legal requirements, educational programs, district operation and administration, and student access to colleges.

In developing and recommending district organization proposals, county committees on school district organization and the Chancellor's Office should be guided by the document "Guidelines for Community College District Organization," dated October 21, 1971.

Certified adopted: October 21, 1971

GENERAL PROCEDURE

Studies of local areas and regions will be conducted by county committees on school district organization. Proposals may include territory in contiguous counties, noncontiguous territory, and/or all or a part of an existing Community College district. Specific solutions can be identified only through application of general planning criteria to each unique local situation in the state.

Chancellor's Office review and Board of Governors' approval will emphasize nondistrict territories. Existing district boundary lines will be considered only when such boundary lines are a factor in the inclusion of nondistrict territory.

Professional assistance in the conduct of necessary studies is available to all county committees from the Office of the Chancellor of the California Community Colleges, the county superintendent of schools and his staff, and from district superintendents and other professional employees of school districts. County committees also may employ other consultants. However, decisions on proposed plans are to be made by the citizens of the areas involved.

Procedures for development and approval of plans are contained in various Education Code (EC) sections. Additional procedures and criteria for planning and analysis are contained in these guidelines. There is sufficient flexibility in the planning criteria for the Board of Governors to approve changes in school district organization which have merit and which fit both the immediate needs and long-term goals of a given locality, the surrounding region, and the state.

SUBMISSION OF PROPOSALS AND PETITIONS

A proposal by a county committee on school district organization or other public agency, or a petition for the formation of a new district or the transfer of territory of one district to another will be submitted to the Chancellor. The Chancellor will cause the proposal or petition to be:

(a) Reviewed and analyzed.

(b) Set for hearing before the Board of Governors at the earliest practicable date.

(c) Transmitted, together with the report and recommendation of the Chancellor to the Board and to such other persons as required by law not later than ten days before the date of the hearing.

Arguments Before the Board (Original Submission)

At the time and place of hearing, the Board will receive oral and/or written arguments on the proposal or petition. The Board may limit the number of speakers on each side of the issue, limit the time permitted for the

presentation of a particular view, and limit the time of the individual speakers. The Board will not entertain a repetition of arguments previously presented by the same or another speaker at that meeting, or presented at a previous meeting at which the proposal or petition was considered.

Resubmission of the Same or an Essentially Identical Proposal or Petition

If the same or an essentially identical proposal or petition has been previously considered by the Board, the documents constituting such a resubmission will be accompanied by a written summary of any new factual situations or facts not previously presented. In this case, the Board will entertain arguments not presented earlier and hear expositions of new factual situations and of facts not previously brought to the Board's attention.

PLANNING CRITERIA

The Chancellor will be guided by the following criteria in making recommendations to the Board of Governors regarding Community College district organization proposals. The list of criteria is provided as guidelines for county committees in the development of proposals and for the Board in approving or disapproving organization proposals submitted.

Legal Requirements

1. Unless exempted for factors of isolation, the proposed Community College district must have 1,000 units of average daily attendance of resident pupils in grades 13 and 14 during the second school year after the date the district is in existence for all purposes (EC 25431 and EC 25432).

2. Unless exempted for factors of isolation, the proposed district must have $150,000 assessed valuation for each unit of such estimated average daily attendance. (EC 25431.5 and EC 25432).

3. The above minimum standards do not apply to the formation of a new Community College district which consists wholly or partially of territory of a unified or union high school district maintaining a Community College on September 15, 1961. (EC 25433).

4. If the Board of Governors determines the proposed district will serve an area which is isolated from other existing Community Colleges, or if existing Community Colleges are inaccessible to residents of the area to be served, the Board may approve the formation of a district with smaller potential average daily attendance or assessed valuation (EC 25432.5).

5. The proposal must not promote racial or ethnic discrimination or segregation (EC 3100(e)).

The legal criteria are not the only bases upon which proposals will be judged. The Board is required to establish minimum standards for the formation of Community College districts (EC 25437.5). These criteria are related to educational programs, operation and administration, philosophical considerations, and regional planning and development.

Educational Programs

1. The proposed district should possess the potential to provide a broad educational program that includes:

   a. A program of general and liberal arts courses adequate to meet the cultural and social needs of the individual and of the community.

   b. A broad transfer program with a sufficient variety of courses and sections to enable a student to meet the entrance requirements of a four-year college or university of his choice.

   c. A comprehensive vocational-technical program, coordinated with the secondary schools and regional occupational centers, designed to meet the needs of a society in a period of rapid technological development and occupational change.

   d. A counseling and guidance program carried on by well-trained personnel provided with adequate facilities and the time necessary to provide effective services to students.

   e. A community service program designed to enrich the lives and opportunities of the citizens.

2. The proposed district should encompass sufficient assessed valuation per student to equalize educational opportunity for all socioeconomic groups and individuals.

Operation and Administration

1. The proposed district should avoid undue duplication of administrative machinery and effort. While there is no criterion indicating how large a district should be in order to have maximum administrative efficiency, contiguous territories with similar characteristics are generally served more effectively by one board and central administration than by several administrative units.

2. The proposed district should have a broad tax base encompassing areas of wealth and areas of poverty.

3. The proposed district should have sufficient assessed valuation to guarantee a quality program for the greatest number of students.

4. The proposed district should provide for maximum articulation and coordination of programs among the Community College and the high schools in the area.

5. The proposed district should provide for cooperative regional planning of sites, curricula, facilities and student exchange with neighboring districts.

Other Considerations

The Office of the Chancellor and the Board of Governors should ask the following questions:

(a) Should the proposal have included one or more existing Community College administrative units?

(b) Should the proposal have included territory lying in one or more adjacent counties or include noncontiguous territory?

(c) Does the proposal recognize the needs and problems of adjacent districts and/or communities and constitute a good solution to "regional" problems?

(d) Does the proposal constitute a master plan for the county, placing all nondistrict territory in one or more Community College districts, or does it leave unwanted pockets of poverty or allow present inequities and problems to continue?

(e) Does the proposal equalize the assessed valuation per student in the area to the best degree possible?

Determining Isolation

Unit costs for small Community College districts are relatively high, and curricular offerings and services are usually meager. Consequently, proposals to form districts on the basis of isolation should be approved only where it is the best way to provide Community College programs to students within commuting distance of their homes. Examination may show the need for a new or additional campus to serve the area. The establishment of a campus does not necessarily require the creation of a new administrative unit.

The following factors should be examined in determining whether a district, proposed on the basis of isolation, should be exempted from attendance and assessed valuation criteria.

(a) Annexation--feasibility of annexation to an existing administrative unit; provision of campus, satellite operation or attendance center to serve the area.

(b) Educational innovations--meeting the needs of the area by means of educational innovations, such as open and closed circuit television, video tapes, mobile laboratories and library units, dial access information retrieval systems, and traveling instructors.

(c) Distance--driving time to nearest Community College.

(d) Road conditions--surface, width and grade, hazards.

(e) Topography--natural barriers, such as mountains, rivers, lakes, ravines, and deserts.

(f) Climatic conditions--winter travel conditions related to fog, snow, and sleet; summer conditions including excessive heat.

(g) Population density per square mile--restrictions placed on proposal due to sparsity of population.

(h) Total services in relation to total costs.

(i) Prospective growth.

ANALYSIS OF ALTERNATIVE PLANS

The following questions should be considered by county committees in analyzing alternative organization plans:

(a) Has a prior study by the county committee been made of the area to be served?

(b) What was the extent of the study?

(c) Did it limit itself to formation of a new district?

(d) Were all other alternatives considered?

(e) Does the area meet the criteria for the formation of a new Community College district?

(f) Have any independent studies been made? If so, what were the results?

(g) Would the area be able to support more than a single institution? If so, when?

(h) How long would it be before this area, as a part of a larger district or configuration, would be able to justify an attendance center?

(i) Where are resident students of the area now attending college?

(j) What percentage of the potential number of students from all communities in the area are now attending college?

(k) What will be the effect of the proposal on those institutions?

(l) What will be the college-going effect of the proposal on potential students?

(m) What would be the terms and conditions for annexation to a district, including "buying in" consideration? (1) assumption of bonded indebtedness, 2) additional bonds, and 3) levying of additional tax.)

(n) Do the data show the projected size of each configuration?

(o) If the area were annexed to a district, would the district be too large for good administration?

(p) If organized as a new district, what would be the cost of current operation and capital outlay?

(q) How would each proposal be financed? Tax rate? State support?

(r) What is the proposal for capital outlay?

(s) What is the effect of withdrawal of territory, if any, on the rest of the district?

(t) Do present or proposed district boundaries impede proper location of college sites?

(u) Does the proposal lend itself to regional planning of curricula, facilities, and student exchange arrangements?

In addition to information on the above specific questions, the Chancellor's Office, in its review, will attempt to ascertain that the feasible alternative organization plans have been carefully analyzed and evaluated according to:

(a) educational opportunities and benefits to the students, the area, the districts, and the state;

(b) costs to students, the area, the districts, and the state.

To assist county committees in such analysis, the Chancellor's Office also will make available copies of Planning Guidelines for Additional Community College Centers. This document, prepared by the Chancellor's Office, is specifically designed for evaluation of possible new centers by existing districts. However, certain of the methods of estimating and analyzing costs, benefits, and student access are directly applicable to analyzing alternative organizational plans.

An additional factor to be considered in district organization analyses has to do with the question of adequate representation of all elements of the community on the proposed district board of trustees.

COUNTY COMMITTEES ON SCHOOL DISTRICT ORGANIZATION

Defined

"County committee" means the county committee on school district organization or a county board of education acting pursuant to the powers provided for in EC 3161. If all the territory of a county under the jurisdiction of the county superintendent of schools of the county is included in one unified school district, the governing board of the unified school district shall constitute the county committee. (EC 3142). A county committee exists in each county except the city and county of San Francisco. (EC 3141).

All provisions of law directing that the county committee be augmented by the membership of governing boards of individual school districts are inoperative. (EC 3141.5). The county committee may utilize the advice, counsel, and services of such advisory committees as it may deem appropriate to consult. (EC 3141.5).

Powers

The county committee is subject to the policies adopted by the Board of Governors. Nevertheless, committees have considerable latitude within which to work. The committee may initiate action and propose reorganization under any of the many provisions of the Education Code. The action it takes is in lieu of the petition or other action required to put such sections in motion.

After a recommendation is made to and approved by the Board of Governors, all other steps are to be carried out according to the particular statutes under which the recommendation is made.

Responsibilities

The committee is charged with the duty of studying the territory of its county and formulating approvable plans for the inclusion of all of the territory of the county in one or more Community College districts, or for the annexation to existing Community College districts of territory not a part of any Community College district. (EC 25457.2).

Successful completion of county committee responsibilities is important in view of the fact that if any territory of the state is not included in a Community College district by September 15, 1975, the Board of Governors shall, by law, adopt a resolution placing such territory in one or more Community College districts (EC 25457.4).

County committees also may be called upon to establish, rearrange, or abolish trustee areas of school districts or county boards of education. (EC 1122, 25411).

Further, with minor exceptions, whenever a petition to change the boundaries of a school district is received by the county superintendent of schools, the county committee shall study the proposed change and make advisory recommendations. (EC 2361 et seq.).

Study Meetings

EC Sections 3209 and 3210 require the county committee to hold three or more study meetings and a public hearing before adopting a final recommendation.

No attempt is made to list all the data needed in the studies. However, the following list covers items generally found relevant:

(a) Educational data

(1) Average daily attendance.

(2) Enrollment by grades--current year and projections.

(3) Facilities now in use and recommended for use by the proposed or reorganized district.

(4) Effect of proposal on attendance at college locations planned.

(5) Community service program.

(b) Financial data

(1) Assessed valuation of present districts and proposed district--current year and projections.

(2) School tax rates of present districts, current and projected.

(3) Sources of funds for current expenditures.

(4) Current expenditure per unit of average daily attendance.

(5) Summary of outstanding bonded indebtedness as of July 1 of the current year.

(6) Bonded debt, schedules of repayment.

(7) Status of outstanding bonds and the effect of the reorganization on such loans, their repayment, and tax rates.

(c) Maps

(1) Secondary school and Community Colleges districts in the territory.

(2) Proposed district.

(3) Communities identified and described.

(4) Trustee areas if such areas are considered instead of a board elected at large.

(5) Student distribution in the area.

(6) Existing transportation routes and changes which the reorganization might affect.

Public Support

Members of the county committee can render great service in helping to enlist support of the voting public for committee proposals. EC 3295 requires that "At least 10 days prior to the election the county committee or committees shall hold one or more public hearings within the area included in a proposal."

Assistance

The county committee may be assisted with the study by the staff of the county superintendent of schools. The committee may use such advisory committees as it deems necessary. Districts will provide such information as the committee requests.

Financing of Committee

All expenses necessary for the county committee on school district organization to comply with the provision of the Code are payable from the county general fund. (EC 881).

The county board of education will determine a budget showing all the purposes for which the committee will need money, and the amount of money that must be provided by a county tax. (EC 20401). The board of supervisors will fix a rate for the county tax to produce the amount it determines to be raised for these purposes. (EC 20403).

PROPOSALS

Scope

The committee may propose (1) annexation of all or part of a high school or unified district to a Community College district, (2) the transfer of territory from one college district to another, (3) the formation of a new district which may include all or part of an existing district, as well as noncommunity college territory, and/or (4) the joining of existing Community College districts. Proposals may contain non-contiguous territory and/or cross county lines to consider multi-county solutions. Plans may include all or part of one or more high schools or unified districts. Trustees, bonds and tax rates are further options which may be included.

Approval

All Community College district organization or reorganization proposals, by whatever procedure, will be submitted to the Board of Governors of the California Community Colleges for approval (EC 25454.5).

Proposal to Withdraw Land Containing Community College Facilities

Whenever any proposed district boundary change involves the withdrawal of territory containing land, buildings, or facilities owned by a district in which there are three or more Community Colleges, such proposal will not be affected without the prior express approval of the governing board of that district. (EC 25433.5).

No Removal of Territory for Five Years Without Consent or Provision in Plans

During the first five years following the formation of a Community College district, no territory may be removed from the district under any procedure unless the consent of the governing board of the district has been given prior to commencement of the proceedings for removal or unless the removal of such territory is provided for in the plans and recommendations of the county committee. (EC 25434).

Agreement to Annexation

If the plan prepared by the county committee proposes the annexation of territory to an existing Community College district which maintains not more than two Community Colleges, an agreement to the annexation by the Community College board is not required. (EC 25457.2).

Superseding Effect of Proposals

Proposals of the county committee on school district organization, approved at an election, supersede any previous action to organize or reorganize the districts of the territory. (EC 3293.1).

STUDIES INVOLVING MORE THAN ONE COUNTY

Whenever a study being conducted by a county committee involves districts whose territory lies in another county, the committee will notify the members of the county committee of any other county affected that such a study is under way. The members of the county committee of the other county or counties will also be notified of each public hearing and meeting of the committee at which the study is to be considered. (EC 3212).

If a county committee should make plans and recommendations affecting districts lying in whole or in part in another county, the committee will:

(a) Request in writing the concurrence of the county committee of the other counties involved.

(b) The concurrence of the other county committee is obtained whenever it:

(1) Notifies the committee originating the plans and recommendations of its concurring action, or

(2) Fails to respond to the request within 90 days of the date of such request.

(c) Nonconcurrence by a county committee requires that committee to:

(1) Notify the committee requesting concurrence of such nonconcurrence.

(2) Accompany such notification with plans and recommendations for the organization or reorganization of the school districts of its county which includes the territory that would be affected by the plans and recommendations of the other county committee.

(d) Final submission.

(1) A period of sixty days is provided for county committees to reconcile or agree on plans and recommendations.

(2) If the county committees are unable to reach agreement, the county committees or any of them may submit plans and recommendations to the Board of Governors.

(3) The Board of Governors may approve or reject the plans, or any of them. (EC 3213).

CHECK LIST FOR COUNTY COMMITTEES

A check list for county committees appears on pages 12 through 15. While every effort has been made to insure completeness of the required procedures, it is the final responsibility of the county committee to insure that all requirements have been met. Not all sections are required in any alternative. Therefore, the detailed check list should in no way restrict county committees or inhibit the flexibility available to them. Items not used should be clearly marked "NA"--not applicable.

COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION
IN AND FOR THE COUNTY OF _____

CHECK SHEET FOR COUNTY COMMITTEE RECOMMENDATIONS
- COMMUNITY COLLEGE DISTRICT ORGANIZATION -

TYPE OF ACTION: Annexation/Formation of New District/Transfer of Territory
(Indicate which)
Master Plan and/or Counterproposal to _____ County

TERRITORY INVOLVED
(Describe Boundaries)
(E.C. 3201 et seq.)

RECORD OF MEETINGS HELD AND ACTION TAKEN:

1. Public hearing as required by E.C. 3202 upon receipt of petition held:
   Not applicable ___ Yes ___ No ___ _____(date)

2. County Committee meetings held (E.C. 3209, 3210): 1. _____ 2. _____
   3. _____ additional _____, _____, _____, _____, _____(dates)

3. County Committees of other county or counties notified of meetings (E.C. 3210, 3212): Yes ___ No ___ Not required ___ _____
   _____(dates)

4. Governing Boards notified of meetings (E.C. 3111): Yes ___ No ___
   _____(dates)

5. Territory selected for study (E.C. 3203): Yes ___ No ___
   _____(date)

6. Tentative recommendation adopted (E.C. 3209): _____(date)

7. Territory selected for study changed (E.C. 3204): Yes ___ No ___
   _____(dates) If "yes", the vote of the committee was:
   Yes ___ No ___ Abstain ___ Absent ___ Total _____

8. Public hearing required by E.C. 3209 held in the area: Yes ___ No ___
   Location _____ _____(date)

   a. Notice to governing boards (E.C. 3202(a)): Yes ___ No ___

   b. Formal notice posted (E.C. 1343): Yes ___ No ___

   c. Formal notice published (E.C. 1344): Yes ___ No ___
      Name of Newspaper_____
      _____, _____, _____(dates)

d. Hearing held at least 30 days prior to submission to Board of Governors (E.C. 3292): Yes ___ No ___

9. Final Recommendation adopted (E.C. 3209, 3210): _____(date)
Vote of Committee: Yes ___ No ___ Abstain ___ Absent ___ Total _____

10. Final Recommendation Includes Provision For:

a. Number of board members (E.C. 3254): 5 ___, 7 ___. Not specified _____

b. Trustee areas (E.C. 3254): Yes ___ No ___. Areas are numbered:
1 _____, 2 _____, 3 _____, 4 _____, 5 _____,
6 _____, 7 _____. Total _____

c. Number of Trustees in each numbered area (E.C. 25411.5): 1 _____,
2 _____, 3 _____, 4 _____, 5 _____, 6 _____,
7 _____. Total _____

d. Trustees are to be elected (E.C. 3254): At large: Yes ___ No ___.
Within areas: Yes ___ No ___

e. Boundaries of trustee areas properly described (E.C. 3254): Yes ___
No ___

f. Estimated total population in each numbered area (E.C. 3254): 1 _____,
2 _____, 3 _____, 4 _____, 5 _____, 6 _____, 7 _____

g. Area designated in which election on recommendation will be held (E.C. 3263) Yes ___ No ___

h. Maximum tax rate as inherent part of proposal (E.C. 3255): Yes ___
No ___ Rate $ _____

i. Maximum tax rate as separate proposition (E.C. 3256): Yes ___ No ___
Rate $ _____ Effective years 19 __ through 19 __, indefinite _____

j. Authorization for issuance of bonds: (E.C. 2099) Yes ___ No ___; (E.C. 3257.6) Yes ___ No ___; (E.C. 25457.6) Yes ___ No ___.
Amount $_____

k. Formation of district depends on bond approval (E.C. 3257.7): Yes ___
No ___

l. Assumption of bonded indebtedness (E.C. 1908): Yes ___ No ___

m. Division of property, funds and obligations of student body (E.C. 3105): Yes ___ No ___

n. Plans for use of school property (E.C. 3258 a): Yes ___ No ___

o. Plans for division of property, other than real property (E.C. 3258-b): Yes ___ No ___

p. Division of funds and obligations (E.C. 3259): Yes ___ No ___

q. Additional tax rate as condition of annexation (E.C. 2100): Yes ___ No ___ Amount to be raised $_____ Tax rate specified $ _____

r. Recommendations for location of school buildings (E.C. 3253): Yes ___ No ___

11. Ethnic composition and integration considered (E.C. 3100 e): Yes ___ No ___

12. Concurrence of county committee(s) requested in writing (E.C.3213): Yes ___ No ___ Date _____, Not applicable ___

a. Name of county(ies) _____

b. Concurrence received (E.C.3213): Yes ___ No ___ By Resolution _____ By default _____ _____(date)

13. Written notice of non-concurrence received (E.C. 3213): Yes ___ No ___ Date received _____

a. Notice was accompanied by plans and recommendations for organization of school districts in other county: Yes ___ No ___

b. In case of non-concurrence, reconciliation of plans attempted (E.C. 3213): Yes ___ No ___

c. In case of non-concurrence plans submitted according to E.C. 3213: Yes ___ No ___ Date submitted _____

14. a. Final Recommendation submitted to Board of Governors on _____ (date)

b. Board Supervisors of each county affected notified in writing (E.C. 3211): Yes ___ No ___ _____(date)

15. Action Iniated By Other Agencies: Yes ___ No ___

a. Name of agency(ies)_____

b. Describe (details of) action _____

c. Applicable Education Code sections:_____

d. Action compatible with master plan (E.C.2365, 3293.1): Yes ___ No ___

e. Submitted to Board of Governors as required by Section 25454.5: Yes ___ No ___ _____(date)

f. Effective date, for certain purposes (E.C. 1703)_____(date) For all purposes (E.C. 1704) _____(date)

16. Transfer Of Territory - Part of District (E.C. 2361 et seq.)

a. Territory is: inhabited ___ uninhabited ___

b. Petition filed with county superintendent of schools (E.C. 2362) Yes ___ No ___ Petition initiated by: registered electors ___, governing boards ___, property owner ___.

c. Public hearing held by governing board (E.C. 2363.5): Yes ___ No ___
Petition: approved ___ denied ___

d. Transfer involves "minor change" in boundaries (E.C. 2364): Yes ___
No ___ (Next step "e")

* *

Transfer of Territory - Part of Component District (E.C. 2391 et seq.)

a. Petition signed by: 25% of registered voters in the territory Yes ___
No ___; governing board Yes ___ No ___ (E.C. 2393).

b. Agreement to transfer signed by governing board of district to which territory transfered: Yes ___ No ___ (E.C. 2394)

c. Petition and agreement filed with county superintendent Yes ___ No ___
(E.C. 2392)

d. (Next step "e")

* *

e. Petition considered by county committee (E.C. 2365): Yes ___ No ___
The transfer:
--Would adversely affect district organization Yes ___ No ___
--Is compatible with Master Plan Yes ___ No ___
--Will result in racial integration in the schools Yes ___ No ___

f. Petition and report transmitted (E.C.2366) to:
--County Board of Supervisors Yes ___ No ___
--Board of Governors Yes ___ No ___

g. Board of Governors (E.C.2367):
--Heard the petition (E.C. 1994) Yes ___ No ___
--Petition granted ___ denied___
--Transfer effected Yes ___ No ___
--Election ordered: in territory Yes ___ No ___, in district Yes ___
No ___

h. Board of Supervisors:
--Heard the petition (E.C. 2369): Yes ___ No ___
--Written opposition received (E.C. 2371): Yes ___ No ___
--Territory has 25% of district assessed valuation Yes ___ No ___
--Territory contains the only school building(s) Yes ___ No ___
--Petition: granted Yes ___ No ___; denied Yes ___ No ___ (E.C. 2370)
--Election required (E.C. 2370): In territory Yes ___ No ___; in district Yes ___ No ___

i. Proposal submitted to Board of Governors for approval (E.C. 25454.3)
Yes ___ No ___
--Proposal: approved ___, disapproved ___

j. Board of Supervisors (E.C. 2368):
--Filed order required by E.C. 1647 Yes ___ No ___
--Called and conducted election Yes ___ No ___

17. In the opinion of the County Counsel, all of the legal requirements have been met

_____
County Counsel

By_____

Title_____

Date_____

18. ATTEST:

By_____

Title_____

For the_____
County Committee on School District Organization

Date_____

19. Additional information pertaining to the proposal:

SUGGESTED COMMITTEE CALENDAR

A chronology of required action is presented in the following pages to assist county committees in allocating the time necessary to conduct a minimum study and to complete required actions by the deadlines prescribed in the Education Code.

Under no circumstances should it be interpreted that county committees must operate within the appropriate time table set forth. Rather, committees are urged to make intensive studies and to do so at earlier dates than those indicated. The dates represent approximate deadlines.

Additional meetings should be scheduled if inclusion of the area in several college districts may be considered as alternatives. When several district communities are located in the territory it may be advisable to hold meetings in each so that local feelings and attitudes may be ascertained and the study taken as close to the people as possible. For the same reasons more than one public hearing may be advisable. Notices of all meetings must be mailed according to provisions of the Education Code.

When territory in other counties is involved it would be advisable to hold one or more joint meetings with other county committees as the plans develop.

If a committee completes its work in 1972, and the proposal is not approved by the electorate, the committee would then have 1973 to develop an alternate plan if it so desired.

If a committee needs a time extension, it should make such a request in sufficient time to have it acted upon by the Board of Governors. The committee should be able to document efforts made to fulfill its obligation and the extenuating circumstances leading to the request.

There are two requirements to be concerned about: (1) the legal requirements and (2) the time necessary to make a complete study of local conditions and alternatives in order to arrive at a sound proposal. The two requirements are not necessarily synonymous.

Factors which could extend the legal time include:

(a) Failure to secure a quorum for meetings (EC 3150).

(b) The addition of territory to the study after it has once been selected (EC 3205).

(c) Obtaining concurrence of another county committee (EC 3213).

(d) Time required to prepare written material or documentation requested by the committee (EC 3104).

(e) Procurement of consultant service whether lay or professional (EC 3141.5)

(f) Involvement of an advisory group and allowing time for its study and recommendation (EC 3141.5)

(g) Presentations by, and conferences with, representatives of each Community College district to which the territory might be annexed, and reaching agreement as to the terms and conditions of annexation.

(h) Time to consider merits and demerits of all alternatives.

(i) Failure to have proposal approved by a majority of all those entitled to vote (EC 3210).

COUNTY COMMITTEE CALENDAR

1971:	Draft of Guidelines and Policies submitted to the field and advisory committee for review	8-15-71
	Revised draft sent to Board of Governors	9-27-71
	Board of Governors adopts Policies and Guidelines	10-21-71
	Policies and Guidelines distributed to County Committees on School District Organization.	11-17-71

1972: Advance planning: Approach to problem, alternatives, information needed, consultation with districts, extent of study, etc. Proceed with proposal as suggested in 1973 calendar. Committee provided with second opportunity if necessary.

1973-1975: See summary index and detail on following pages.

SUGGESTED COMMITTEE CALENDAR
SUMMARY INDEX

I. WITHOUT TIME EXTENSION

TERRITORY IN TWO OR MORE COUNTIES
Planning Schedule (see p. 19, items 1-14)
First Plan Approved by Board of Governors:
See Election Procedure (pp. 20-21, items 15-22)
First Plan Not Approved by Board of Governors:
See Planning Schedule (p. 23, items 6, 11-14)
Resubmitted Plan Approved by Board of Governors:
See Election Procedure (pp. 23-24, items 15-22)
Resubmitted Plan Not Approved by Board of Governors:
See Planning Schedule (p. 26, items 6, 11-14)
Second Resubmission Approved by Board of Governors:
See Election Procedure (p. 26, items 15-22)
Second Resubmission Not Approved by Board of Governors:
Responsibility now that of Board of Governors.

TERRITORY IN ONE COUNTY
Planning Schedule (p. 22, items 1-14)
First Plan Approved by Board of Governors:
See Election Procedure (pp. 20-21, items 15-22)
First Plan Not Approved by Board of Governors:
See Planning Schedule (p. 23, items 6, 11-14)
Resubmitted Plan Approved by Board of Governors:
See Election Procedure (pp. 23-24, items 15-22)
Resubmitted Plan Not Approved by Board of Governors:
See Planning Schedule (p. 26, items 6, 11-14)
Second Resubmission Approved by Board of Governors:
See Election Procedure (p. 26, items 15-22)
Second Resubmission Not Approved by Board of Governors:
Responsibility now that of Board of Governors.

II. WITH MAXIMUM TIME EXTENSION
Planning Schedule (p. 25, items 1-14)
First Plan Approved by Board of Governors:
See Election Procedure (pp. 23-24, items 15-22)
First Plan Not Approved by Board of Governors:
See Planning Schedule (p. 26, items 6, 11-14)
Resubmitted Plan Approved by Board of Governors:
See Election Procedure (pp. 26-27, items 15-22)
Resubmitted Plan Not Approved by Board of Governors:
Responsibility now that of Board of Governors.

COUNTY COMMITTEE - TIME-LINE

IF AREA FOR STUDY FOR POSSIBLE RECOMMENDATION INCLUDES TERRITORY IN ANOTHER COUNTY (EC 3212)

Item	Required Action	E.C. Sections	Last Date
1.	Notice of 1st study meeting mailed	3208	Jan. 3, '73
2.	Hold 1st study meeting Select area for study	3210	Jan. 13
3.	Hold at least a 2nd study meeting Adopt tentative recommendation	3210	Feb. 13
4A.	1st published notice of public hearing, or Post formal notice of public hearing	3209, 3202, 1344 3209, 3202, 1343	Feb. 22
4B.	2nd published notice of public hearing	1344	Feb. 28
4C.	3rd published notice of public hearing	1344	Mar. 6
5.	Hold public hearing	3209	Mar. 13
6.	Hold at least 3rd study meeting Adopt final recommendation	3210 3210	Mar. 13 Mar. 13
7.	Request concurrence from other county committees	3213	Mar. 14
8.	Begin 90-day period for concurrence	3213	Mar. 14
9.	End of 90-day period for concurrence Begin 60-day period for reconciliation	3213 3213	June 15 June 15
10.	End of 60-day period for reconciliation Adopt final recommendation(s)	3213	Aug. 14
11.	Notification to Board of Supervisors	3211	Aug. 14
12.	Submit final recommendation to Office of Chancellor for review and analysis	1994 25438	Aug. 15
13.	Notification of hearing by Board of Governors	1994	Sept. 5
14.	Final Proposal submitted to Board of Governors	25454.5 25457.2	Sept. 15
	If "approved," election must be held within 1 year. Follow "Election Procedure."	25457.23	
	If "not approved," see appropriate heading	25457.2	

ELECTION PROCEDURE

Item	Required Action	E.C. Sections	Last Date
15.	Order of election. Designation of election particulars by Resolution (at least 80 days prior to election)	1323	June 14, '74
16.	Order and Formal Notice of Election delivered to county clerk (at least 75 days prior to election)	1325, 1326	June 19
17.	Possible last date for submission of materials see "Note" below		Aug. 2
18A.	1st published notice of pre-election public hearing or Post notice of pre-election public hearing	3295, 1344 3295, 1343	Aug. 2
18B.	2nd published notice of public hearing	1344	Aug. 9
19A.	1st published notice of formal notice of election or Post formal notice of election	3295, 1343 3295, 1343	Aug. 13
18C.	3rd published notice of public hearing	1344	Aug. 16
19B.	2nd publication of notice of election	1344	Aug. 20
17A.	"Note" - County superintendent of schools to have distributed to each registered voter a copy of the recommendation of the county committee	3296	Aug. 23
17B.	The county superintendent shall distribute to each registered voter "official information and statistics" relating to the proposal	3296.5	Aug. 23
17C.	The county superintendent shall distribute a statement setting forth arguments for and against recommendation of the county committee	3297	Aug. 23
17D.	County superintendent prints and distributes statement of statistical facts concerning school measure if argument contains an erroneous statistical fact or facts	1464	Aug. 23
20.	Pre-election public hearing	3295	Aug. 23
19C.	3rd published notice of election	1344	Aug. 27
21.	Last day to hold election	1308	Sept. 3

Item	Required Action	E.C. Sections	Last Date
22.	Public canvass of election and certification to Board of Governors	Elec. Code	Sept. 10, '74
Note:	The County Superintendent of Schools usually makes arrangements with the County Clerk to mail the material for which the County Superintendent is responsible to each registered voter at the same time as the clerk makes his required mailing of sample ballot and card containing election data (EC 1345). Based on the time reasonably necessary to prepare and print this material the person conducting the election shall fix and determine a reasonable date for submission.		

COUNTY COMMITTEE - TIME-LINE

IF AREA FOR STUDY FOR POSSIBLE RECOMMENDATION
IS ENTIRELY IN ONE COUNTY

Item	Required Action	E.C. Sections	Last Date
1.	Notice of 1st study meeting mailed	3208	June 5, '73
2.	Hold 1st study meeting Select area for study	3210	June 15
3.	Hold at least a 2nd study meeting Adopt tentative recommendation	3210	July 15
4A.	1st published notice of public hearing, or Post formal notice of public hearing	3209, 3202, 1344 3209, 3202, 1343	July 25
4B.	2nd published notice of public hearing	1344	Aug. 1
4C.	3rd published notice of public hearing	1344	Aug. 7
5.	Hold public hearing	3209	Aug. 14
6.	Hold at least 3rd study meeting Adopt final recommendation	3210 3210	Aug. 14
7.	Request concurrence from other county committees	3213	Not applicable
8.	Begin 90-day period for concurrence	3213	" "
9.	End of 90-day period for concurrence Begin 60-day period for reconciliation	3213 3213	" "
10.	End of 60-day period for reconciliation Adopt final recommendation(s)	3213	" "
11.	Notification to Board of Supervisors	3211	Aug. 14
12.	Submit final recommendation to Office of Chancellor for review and analysis	1995 25438	Aug. 15
13.	Notification of hearing by Board of Governors	1994	Sept. 5
14.	Final proposal submitted to Board of Governors	25454.5 25457.2	Sept. 15
	If "approved," election must be held within 1 year. Follow "Election Procedure." If "not approved," see appropriate heading	25457.23 25457.2	
	Election Procedure		
15. Thru. 22.	Order of Election Public canvass of election and certification to Board of Governors	1323 Elec. Code 1325, 1326	June 14, '74 Sept. 10, '74

COUNTY COMMITTEE - TIME-LINE

IF PROPOSAL IN FIRST SUBMISSION IS NOT APPROVED - WITH NO EXTENSION OF TIME - RECONSIDERATION AND RESUBMISSION

Item	Required Action	E.C. Sections	Last Date
6.	Hold at least 3rd study meeting Adopt final recommendation	3210 3210	Feb. 14, '74
11.	Notification to Board of Supervisors	3211	Feb. 14
12.	Submit final recommendation to Office of Chancellor for review and analysis	1995 25438	Feb. 15
13.	Notification of hearing by Board of Governors	1994	March 5
14.	Final proposal submitted to Board of Governors	25457.2	March 15
	If "approved," election must be held within 1 year	25457.23	
	If "not approved," see appropriate heading	25457.2	
	Election Procedure		
15.	Order of election. Designations of election particulars by Resolution (at least 80 days prior to election)	1323	Dec. 12, '74
16.	Order and Formal Notice of Election delivered to county clerk (at least 75 days prior to election)	1325, 1326	Dec. 19
17.	Possible last date for Submission of materials see "Note" below		Jan. 31, '75
18A.	1st published notice of pre-election public hearing, or Post notice of pre-election public hearing	3295, 1344 3295, 1343	Jan. 31
18B.	2nd published notice of public hearing	1344	Feb. 7
19A.	1st published notice of formal notice of election, or Post formal notice of election	3295, 1344 3295, 1343	Feb. 11
18C.	3rd published notice of public hearing	1344	Feb. 14
19B.	2nd publication of notice of election	1344	Feb. 18
17A.	"Note" - County Superintendent of Schools to have distributed to each registered voter a copy of the recommendation of the county committee	3296	Feb. 21

COUNTY COMMITTEE - TIME-LINE

IF PROPOSAL IN FIRST SUBMISSION IS NOT APPROVED - WITH NO EXTENSION OF TIME - RECONSIDERATION AND RESUBMISSION

Item	Required Action	E.C. Sections	Last Date
17B.	The county superintendent shall distribute to each registered voter "official information and statistics" relating to the proposal	3296.5	Feb. 21, '75
17C.	The county superintendent shall distribute a statement setting forth arguments for and against recommendation of the county committee	3297	Feb. 21
17D.	County superintendent prints and distributes statement of statistical facts concerning school measure if argument contains an erroneous statistical fact or facts	1464	Feb. 21
20.	Pre-election public hearing	3295	Feb. 25
19C.	3rd published notice of election	1344	March 1
21.	Last day to hold election	1308	March 4
22.	Public canvass of election and certification to Board of Governors	Elec. Code	March 11

Note: The County Superintendent of Schools usually makes arrangement with the County Clerk to mail the material for which he is responsible to each registered voter at the same time as the clerk makes the required mailing of sample ballot and card containing election data (EC 1345). Based on the time reasonably necessary to prepare and print this material the person conducting the election shall fix and determine a reasonable date for submission.

COUNTY COMMITTEE - TIME-LINE

IF COUNTY COMMITTEE REQUESTS AND IS GRANTED MAXIMUM EXTENSION OF TIME

Item	Required Action	E.C. Sections	Last Date
4A.	1st published notice of public hearing, or Post formal notice of public hearing	3209, 3202, 1344 3209, 3202, 1343	Jan. 24, '74
4B.	2nd published notice of public hearing	1344	Jan. 31
4C.	3rd published notice of public hearing	1344	Feb. 6
5.	Hold public hearing	3209	Feb. 13
6.	Hold at least 3rd study meeting Adopt final recommendation	3210 3210	Feb. 13
7.	Request concurrence from other county committees	3212	If applicable it must have been completed
8.	Begin 90-day period for concurrence	3213	"
9.	End of 90-day period for concurrence Begin 60-day period for reconciliation	3213 3213	" "
10.	End of 60-day period for reconciliation Adopt final recommendation(s)	3213	"
11.	Notification to Board of Supervisors	3211	Feb. 13
12.	Submit final recommendation to Office of Chancellor for review and analysis	1994 25438	Feb. 14
13.	Notification of hearing by Board of Governors	1994	Mar. 5
14.	Final proposal submitted to Board of Governors	25454.5 25457.2	Mar. 15
	If "approved," election must be held within 1 year	25457.23	
	If "not approved," see appropriate heading	25457.2	
	Election Procedure		
15.	Order of election	1323	Dec. 12, '74
thru.			
22.	Public canvass of election and certification to Board of Governors	Elec. Code	Mar. 11, '75

COUNTY COMMITTEE - TIME-LINE

PROPOSAL IN FIRST SUBMISSION - FOLLOWING EXTENSION OF TIME - IS NOT APPROVED, RECONSIDERATION AND RESUBMISSION

Item	Required Action	E.C. Sections	Last Date
6.	Hold at least 3rd study meeting Adopt final recommendation	3210 3210	Aug. 15, '74
11.	Notification to Board of Superivsors	3211	Aug. 15
12.	Submit final recommendation to Office of Chancellor for review and analysis	1995 25438	Aug. 16
13.	Notification of hearing by Board of Governors	1994	Sept. 5
14.	Final proposal submitted to Board of Governors	25454.5 25457.2	Sept. 15
	If "approved," election must be held within 1 year	25457.23	
	If "not approved," see appropriate heading	25457.2	
	Election Procedure		
15.	Order of election. Designation of election particulars by Resolution (at least 80 days prior to election)	1323	June 13, '75
16.	Order and Formal Notice of Election delivered to county clerk (at least 75 days prior to election)	1325, 1326	June 18
17.	Possible last date for submissions of materials see "Note" below		Aug. 1
8A.	1st published notice of pre-election public hearing, or Post notice of pre-election public hearing	3295, 1344 3295, 1343	Aug. 1
8B.	2nd published notice of public hearing	1344	Aug. 8
9A.	1st published notice of formal notice of election, or Post formal notice of election	3295, 1344 3295, 1343	Aug. 12
8C.	3rd published notice of public hearing	1344	Aug. 15
9B.	2nd publication of notice of election	1344	Aug. 19
7A.	"Note" - County Superintendent of Schools to have distributed to each registered voter a copy of the recommendation of the county committee	3296	Aug. 22

COUNTY COMMITTEE - TIME-LINE

PROPOSAL IN FIRST SUBMISSION - FOLLOWING EXTENSION OF TIME - IS NOT APPROVED, RECONSIDERATION AND RESUBMISSION

Item	Required Action	E.C. Sections	Last Date
17B	The county superintendent shall distribute to each registered voter "official information and statistics" relating to the proposal	3296.5	Aug. 22
17C.	The county superintendent shall distribute a statement setting forth arguments for and against recommendation of the county committee	3297	Aug. 22
17D.	County superintendent prints and distributes statement of statistical facts concerning school measure if argument contains an erroneous statistical fact or facts	1464	Aug. 22
20.	Pre-election public hearing	3295	Aug. 22
19C.	3rd published notice and election	1344	Aug. 26
21.	Last day to hold election	1308	Sept. 2
22.	Public canvass of election and certification to Board of Governors	Elec. Code	Sept. 9

Note: The County Superintendent of Schools usually makes arrangement with the County Clerk to mail the material for which he is responsible to each registered voter at the same time as the clerk makes the required mailing of sample ballot and card containing election data (EC 1345). Based on the time reasonably necessary to prepare and print this material the person conducting the election shall fix and determine a reasonable date for submission.